



TOWN OF UNION
567 COMMON ROAD
P.O. BOX 186
UNION, MAINE 04862
(207) 785-3658

JOB APPLICATION

THE TOWN OF UNION DOES NOT DISCRIMINATE IN THE OPERATION OF ITS EMPLOYMENT POLICIES AND WILL HONOR ALL APPROPRIATE LAWS RELATIVE TO DISCRIMINATION

Date: _____ Position applying for: _____

Name: _____

Social Security No.: ____ - ____ - ____ E-mail Address: _____

Permanent Address: _____ Phone: _____

_____ Cell Phone: _____

EDUCATION: Starting with high school, list any schools or colleges you may have attended.

School Attended	Address	No. of Yrs.	Graduated/Degree
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

EMPLOYMENT AND AVAILABILITY:

Have you ever filed an application with us before? Yes ____ No ____

Have you ever been employed with us before? Yes ____ No ____

Are you currently employed? Yes ____ No ____

May we contact your present employer? Yes ____ No ____

On what date would you be available for work? _____

What special skills do you have, or licenses and/or certifications do you hold that may be relevant to this position?

EXPERIENCE: Please list all previous employment starting with the most recent job held. Use the back of the page if necessary. Please account for any gaps in employment during the past five years on the back of page.

From (month/year)	To	Position	Employer
_____	to _____	_____	_____

Duties:

From (month/year)	To	Position	Employer
_____	to _____	_____	_____

Duties:

From (month/year)	To	Position	Employer
_____	to _____	_____	_____

Duties:

From (month/year)	To	Position	Employer
_____	to _____	_____	_____

Duties:

BACKGROUND:

Have you ever been discharged from a prior position? Yes _____ No _____

Have you ever been charged with sexual abuse or harassment of another person? Yes _____ No _____

Have you ever been convicted of a crime (other than a minor traffic offense)? Yes _____ No _____

Have you ever entered a plea of guilty or “no contest” (nolo contendere) to any crime (other than a minor traffic offense)? Yes _____ No _____

Has any court ever deferred, filed or dismissed proceedings without a finding of guilty and required that you pay a fine, penalty or court costs and/or imposed a requirement as to your behavior or conduct for a period of time in connection with any crime (other than a minor traffic offense)? Yes _____ No _____

Have you ever had a professional license or certificate suspended or revoked in any state, or have you ever voluntarily surrendered, temporarily or permanently, a professional license or certificate in any state? Yes _____ No _____

If you have answered YES to any of the previous questions, provide full details below, including, with respect to court actions, the date, offense in question, and the address of the court involved. Use additional sheets if necessary. Conviction or other disposition of a crime is not necessarily an automatic bar to employment.

REFERENCES: List three, two of whom are most recent supervisors, who can comment on your ability and whom we may contact

Name	Position	Address	Phone
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My signature below constitutes authorization to check my employment history, including without limitation, criminal arrest and conviction record checks, reference checks, and release of investigatory information possessed by any state, local or federal agency. I further authorize those persons, agencies or entities that the Town of Union contacts in connection with my employment application to fully provide the Town of Union any information on the matters set forth above. I expressly waive in connection with any request for or provision of such information, any claims, including without limitation, defamation, emotional distress, invasion of privacy, or interference with contractual relations that I might otherwise have against the Town of Union its agents and officials or against any provider of such information.

I understand that information submitted in and with this application may be disclosed to a screening and/or interviewing committee, which may also include other staff and members of the community. I give my consent to this disclosure.

Dated: _____
Signature

NOTE: ALL APPLICATION MATERIALS BECOME THE PROPERTY OF THE TOWN OF UNION. NONE WILL BE RETURNED. PROVIDING ANY FALSE OR MISLEADING INFORMATION ON THIS APPLICATION OR IN THE APPLICATION OR EMPLOYMENT SCREENING PROCESS SHALL BE FULLY SUFFICIENT GROUNDS TO REFUSE TO EMPLOY THE APPLICANT OR, IF THE APPLICANT HAS BEEN EMPLOYED, TO IMMEDIATELY DISMISS THE APPLICANT/EMPLOYEE.

NOTE: EMPLOYMENT CANNOT BE FINALIZED UNTIL THE APPLICANT HAS COMPLETED REQUIREMENTS FOR COMPLETE BACKGROUND CHECKS.